

CHECKLIST OF ITEMS TO BE SUBMITTED WITH BID

Form of General Bid

Bid Bond or Bid Security (Contractor-provided)

Certificate as to Corporate Vote (as applicable)

Certification of Payment of State Taxes—Revenue Enforcement and Protection Act

Certificate of Non-Collusion

Contractor Certification Concerning Labor Standards and Prevailing Wage
Requirements

Certification Required by Executive Order 11246

Certification of Drug-Free Workplace

Assurance of Compliance with Section 3

CERTIFICATE OF CORPORATE VOTE OF AUTHORIZATION

I, _____, Clerk-Secretary of _____ hereby certify that, at a meeting of the Board of Directors of said Corporation duly held on _____, which date is earlier than the contract to which this certificate is incorporated by reference, at which a quorum was present and voting throughout, the following vote was duly passed and is now in full force and effect:

"Voted: That _____ be and hereby is authorized, directed and empowered for, in the name of and on behalf of this corporation, to sign, seal with the corporate seal, execute, acknowledge and deliver other obligations of this Corporation; the execution of any such bid, contract, bond or obligation by such _____ to be valid and binding upon this Corporation for all purposes, and that a certificate of the Clerk-Secretary of this Corporation setting forth this vote shall be delivered to the Town of Northbridge as the Awarding Authority; and that this vote shall remain in full force and effect unless and until the same has been altered, amended or revoked by a subsequent vote of such directors and a certificate of such later vote attested by the Clerk-Secretary of this Corporation is delivered to the Awarding Authority."

I, further certify that _____ is the duly-elected _____ of said corporation.

Signed: _____
CLERK-SECRETARY

Countersigned: _____
TITLE:

Place of Business: _____

Date of Contract: _____

AFFIX CORPORATE SEAL

In the event that the Clerk or Secretary is the same person as the Officer authorized to sign that contract or other instrument for the Corporation, this Certificate must be counter signed by another officer of the Corporation. If there is no other Officer of the Corporation to attest, then this Certification must be notarized.

On this _____ day of _____ 2025, before me, the undersigned Notary Public, personally appeared _____, as _____ and proved to me through satisfactory evidence of identification, which was _____, that he is the person whose name is signed on the foregoing document, and acknowledged to me that he/she signed it voluntarily for its stated purpose.

Notary Public
My Commission Expires:

CERTIFICATION OF PAYMENT OF STATE TAXES

Pursuant to M.G.L. Chapter 62C, Sec. 49A, I certify under the penalties of perjury that I, to the best of my knowledge and belief, have filed all state tax returns and paid all state taxes required under law.

Name of Company

Social Security Number or
Federal Identification Number

Signature and Title

Date

CERTIFICATE OF NON-COLLUSION

The undersigned certifies under penalties of perjury that this Proposal or Bid has been made and submitted in good faith and without collusion or fraud with any other person, business, partnership, corporation, union committee, club or other organization, entity or group of individuals.

_____ Date _____
Signature of individual submitting proposal

Printed Name of Signatory

Name of Business

Street Address of Business

_____ Town/City _____ State _____ Zip Code

**Contractor Certification Concerning Labor Standards
and Prevailing Wage Requirements**

TO: Town of Northbridge
(Department, Agency, or Bureau) (Date)

Church Avenue Reconstruction - Phase One
Project Name Project Number

1. The undersigned, having executed a contract with _____ for the construction of the above-identified project, acknowledges that:

- a) The Federal Labor Standards provisions are included in the aforesaid contract;
- b) Correction of any infractions of the aforesaid conditions, including infractions by any of his subcontractors and any lower tier subcontractors, is his responsibility;

2. S/He certifies that:

Neither s/he nor any firm, partnership or association in which s/he has substantial interest is designated as an ineligible contractor by the Comptroller General of the United States pursuant to Section 5.6(b) of the Regulations of the Secretary of Labor, Part 5 (29 CFR, Part 5) or pursuant to Section 3(a) of the Davis-Bacon Act, as amended (40 USC 276a-2(a)).

No part of the aforementioned contract has been or will be subcontracted to any subcontractor if such subcontractor or any firm, corporation, partnership or association in which such subcontractor has a substantial interest is designated as an ineligible contractor pursuant to any of the aforementioned regulatory or statutory provisions.

3. S/He agrees to obtain and forward to the aforementioned recipient within ten days after the execution of any subcontract, including those executed by his subcontractors and any lower tier subcontractors, a Subcontractor's Certification Concerning Labor Standards and Prevailing Wage Requirements executed by the subcontractors.

4. S/He certifies that:

a) The legal name and the business address of the undersigned are: _____

b) The undersigned is: ___ A Single Proprietorship ___ A Partnership ___ A Corporation
Organized in the State of _____ Other Organization (describe) _____

c) The name, title and address of the owner, partners or officers of the undersigned is/are:

NAME

TITLE

ADDRESS

d) The names and addresses of all other persons, both natural and corporate, having a substantial interest in the undersigned, and the nature of the interest are (if none, so state):

NAME

ADDRESS

NATURE OF INTEREST

e) The names, addresses and trade classifications of all other building construction contractors in which the undersigned has a substantial interest are (if none, so state):

NAME

ADDRESS

TRADE CLASSIFICATION

NAME OF CONTRACTOR

Date: _____

By:

Signature and Title

WARNING: The U.S. Criminal Code, Section 1010, Title 18, USC, provides in part:
“Whoever...makes, passes, utters or publishes any statement, knowing the name to be false...shall be fined not more than \$5,000 or imprisoned not more than two years, or both.”

BIDDER CERTIFICATION REQUIRED BY EXECUTIVE ORDER 11246

U.S. Department of Housing and Urban Development

CERTIFICATION OF BIDDER REGARDING EQUAL EMPLOYMENT OPPORTUNITY

INSTRUCTIONS

This certification is required pursuant to Executive Order 11246 (30 F.R. 12319-25). The implementing rules and regulations provide that any bidder or prospective contractor, or any of their proposed subcontractors, shall state as an initial part of the bid or negotiations of the contract whether it has participated in any previous contract or subcontract subject to the equal opportunity clause; and, if so, whether it has filed all compliance reports due under applicable instructions.

Where the certification indicates that the bidder has not filed a compliance report due under applicable instructions, such bidder shall be required to submit a compliance report within seven (7) calendar days after bid opening. No contract shall be awarded unless such report is submitted.

CERTIFICATION BY BIDDER

Name and Address of Bidder (include zip code):

1. Bidder has participated in a previous contract or subcontract subject to the Equal Opportunity Clause

☐

YES

☐

NO

2. Compliance Reports were required to be filed in connection with such contract or subcontract.

☐

YES

☐

NO

3. Bidder has filed all compliance reports due under applicable instructions, including SF-100.

☐

YES

☐

NO

☐

NOT REQUIRED

4. Have you ever been or are you being considered for sanction due to violation of Executive Order 11246, as amended?

☐

YES

☐

NO

Name and Title of Signer (please type)

Signature

Date

Certification of Drug-Free Workplace

The CONTRACTOR certifies that it will or will continue to provide a drug-free workplace by:

1. Publishing a statement notifying employees that the unlawful manufacture, distribution, dispensing, possession or use of a controlled substance is prohibited in the contractor's workplace and specifying the actions that will be taken against employees for violation of such prohibition.
2. Establishing an ongoing drug-free awareness program to inform employees about-
 - (a) The dangers of drug abuse in the workplace.
 - (b) The contractor's policy of maintaining a drug-free workplace.
 - (c) Any available drug counseling, rehabilitation and employee assistance programs; and
 - (d) The penalties that may be imposed upon employees for drug abuse violations occurring in the workplace.
3. Making it a requirement that each employee to be engaged in the performance of the grant be given a copy of the statement required by paragraph 1;
4. Notifying the employee in the statement required by paragraph 1 that, as a condition of employment under the grant, the employee will-
 - (a) Abide by the terms of the statement and;
 - (b) Notify the employer in writing of his or her conviction for a violation of a criminal drug statute occurring in the workplace no later than five calendar days after such conviction.
5. Notifying the Town in writing, within ten calendar days after receiving notice under sub-paragraph 4(b) from an employee or otherwise receiving actual notice of such conviction. Employers of convicted employees must provide notice, including position title, to every grant officer or other designee on whose grant activity the convicted employee was working, unless the Town has designated a central point for the receipt of such notices. Notice shall include the identification number(s) of each affected grant.
6. Taking one of the following actions, within 30 calendar days of receiving notice under subparagraph 4(b), with respect to any employee who is convicted-
 - (a) Taking appropriate personnel action against such an employee, up to and including termination, consistent with the requirements of the Rehabilitation Act of 1973, as amended or;
 - (b) Requiring such an employee to participate satisfactorily in a drug abuse assistance or rehabilitation program approved for such purposes by a Federal, State or local health, law enforcement or other appropriate agency.
7. Making a good faith effort to continue to maintain a drug-free workplace through implementation of paragraphs 1, 2, 3, 4, 5 and 6.

NOTE: The penalty for making false statements in offers is prescribed in 18 U.S.C. 1001

Signature: _____

Date _____

ASSURANCE OF COMPLIANCE (SECTION 3, HUD ACTS OF 1968)
TRAINING, EMPLOYMENT; AND CONTRACTING OPPORTUNITIES FOR BUSINESSES
AND LOWER INCOME PERSONS

- A. The work to be performed under this contract is subject to the requirements of Section 3 of the Housing and Urban Development Act of 1968, as amended, 12 U.S.C. 1701 u (Section 3). The purpose of Section 3 is to ensure that employment and other economic opportunities generated by HUD assistance or HUD-assisted projects covered by Section 3, shall, to the greatest extent feasible, be directed to low- and very low-income per-sons, particularly persons who are recipients of HUD assistance for housing.
- B. The parties to this contract agree to comply with HUD's regulations in 24 CFR Part 135, which implement Section 3. As evidenced by their execution of this contract, the parties to this contract certify that they are under no contractual or other impediment that would prevent them from complying with the Part 135 regulations.
- C. The contractor agrees to send to each labor organization or representative of workers with which the contractor has a collective bargaining agreement or other understanding. if any, a notice advising the labor organization or workers' representative of the contractors commitments under this Section 3 clause, and will post copies of the notice in conspicuous places at the work site where both employees and applicants for training and employment positions can see the notice. The notice shall describe the Section 3 preference, shall set forth minimum number and job titles subject to hire, availability of apprenticeship and training positions, the qualifications for each: and the name and location of the person(s) taking applications for each of the positions: and the anticipated date the work shall begin.
- D. The contractor agrees to include this Section 3 clause in every subcontract subject to compliance with regulations in 24 CFR Part 135, and agrees to take appropriate action, as provided in an applicable provision of the subcontract or in this Section 3 clause, upon a finding that the subcontractor is in violation of the regulations in 24 CFR Part 135- The contractor will not subcontract with any subcontractor where the contractor has notice or knowledge that the subcontractor has been found in violation of the regulations in 24 CFR Part 135.
- E. The contractor will certify that any vacant employment positions including training positions that are filled
 - (1) after the contractor is selected but before the contract is executed, and
 - (2) with persons other than those to whom the regulations of 24 CFR part 135 require employment opportunities to be directed, were not filled to circumvent the contractors obligations under 24 CFR part 135.
- F. Noncompliance with HUD's regulations in 24 CFR Part 135 may result in sanctions, termination of this contract for default, and debarment or suspension from future HUD assisted contracts.
- G. With respect to work performed in connection with Section 3 covered Indian housing assistance, section 7(b) of the Indian Self-Determination and Education Assistance Act (25 U.S.C. 450e) also applies to the work to be performed under this contract. Section 7(b) requires that to the greatest extent feasible:
 - (i) preference and opportunities for training and employment shall be given to Indians,

and

(ii) preference in the award of contracts and subcontracts shall be given to Indian organizations and Indian-owned Economic Enterprises. Parties to this contract that are subject to the provisions of section 3 and section 7(b) agree to comply with section 3 to the maximum extent feasible, but not in derogation of compliance with section 7(b).

Date: _____

Applicant _____

Address _____

Authorized Signature _____

**SECTION 3 RESIDENTS AND SECTION 3 BUSINESSES
COMPLIANCE PLAN**

for the Church Avenue Reconstruction – Phase One in Northbridge, MA

By

CONTRACTORS or SUBCONTRACTOR'S NAME AND ADDRESS

_____, the "General Contractor," views the policy requirements of the Department of Housing and Urban Development (HUD) as set forth in Section 3 of the Housing and Urban Development Act of 1968 as amended, as a requirement, which will be met as outlined in this plan.

1. Policy

Section 3 states that each grantee, sub-grantee, contractor or sub-contractor undertaking work funded in whole or in part with Community Development Block Grant program funds shall ensure to the greatest extent feasible that:

- a. Opportunities for training and employment be given to lower income residents of the project area., and,
- b. Contracts for work to be performed are awarded to business concerns located within the project area owned in substantial part by project area residents.

2. Definitions

- a. The Section 3 project area means the **Worcester, MA HUD Metro FMR Area**, which shall be updated whenever HUD updates the income limits (usually in March of each year).
- b. A Section 3 "low income" person means any person(s) residing in the project area that has a gross household income of less than:

Household Size	1 Person	2 Persons	3 Persons	4 Persons	5 Persons	6 Persons	7 Persons	8 Persons
Maximum Income Per Household (Low Income Limit)	\$68,500	\$78,250	\$88,050	\$97,800	\$105,650	\$113,450	\$121,300	\$129,100

- c. An eligible Section 3 business means any business that is 51% or more owned by an income eligible project area resident, or whose permanent full-time workforce includes no less than 30% project area residents, or that sub-contract in excess of 25% of the total amount of sub-contracts to project area businesses

3. Preliminary State of Workforce Needs

The contractor does not anticipate additional hiring or the enrollment of trainees or apprentices as a result of work to be performed under this contract. Therefore, no goal has been established for the employment or training of lower income project area residents. The overall goal of Section 3 compliance for the community is 9% of the CDBG dollar contribution or \$16,000, whichever is less. In the event that employment of regular, permanent employees or enrollment of trainees or apprentices becomes necessary, the Contractor pledges that it will make a good faith effort to utilize eligible Section 3 residents or firms.

4. Affirmative Action Plan for Utilization of Section 3 Businesses

The contractor pledges that it will make a good faith effort to the greatest extent feasible to utilize Section 3 businesses and subcontractors under this contract.

This good faith effort will include:

- a. The direct notification of eligible Section 3 businesses that a contract will be awarded and the provision of the information necessary to allow them maximum feasible opportunity to develop and submit responsive bids;
- b. The inclusion in bid specifications of the Section 3 project area definition and income limits for qualification as a lower income person;
- c. Requiring the bidders to submit their own Section 3 plans. Failure to submit a Section 3 plan would result in rejection of the bidder as not being responsive.
- d. Notification and documentation to the CDBG grant administrator that the following steps are taken for any job opportunities. Notification is made to the attached mailing list.

The contractor further agrees whenever possible to purchase materials necessary for performance of the work under this contract from eligible Section 3 businesses.

5. Record Keeping and Reporting

The contractor agrees to maintain data on employment, contracting, and purchase of materials in sufficient detail as to allow accurate preparation of Section 3 compliance reports.

The contractor agrees to submit to the grantee each month Section 3

compliance reports (attached) for employment of lower income residents and for utilization of businesses.

6. Assurance of Compliance (Section 3, HUD Act of 1968) TRAINING, EMPLOYMENT AND CONTRACTING OPPORTUNITIES FOR BUSINESS AND LOWER INCOME PERSONS

- A. The work to be done under this contract is subject to the requirements of Section 3 of the Housing and Urban Development Act of 1968, as amended, 12 U.S.C. 1701 u (section 3). The purpose of Section 3 is to ensure that employment and other economic opportunities generated by HUD assistance or HUD-assisted projects covered by Section 2, shall, to the greatest extent feasible, be directed to low income persons who are recipients of HUD assistance for housing.
- B. The parties to this contract agree to comply with HUD's regulations in 24 CFR part 135, which implement Section 3. As evidenced by their execution of this contract, the parties to this contract certify that they are under no contractual or other impediment that would prevent them from complying with the part 135 regulations.
- C. The contractor agrees to send each labor organization or representative of workers with which the contractor has a collective bargaining agreement or other understanding, if any, a notice advising the labor organization or workers' representative of the contractor's commitments under this Section 3 clause, and will post copies of the notice in conspicuous places at the work site where both employees and applicants for training and employment can see the notice. The notice shall describe the Section 3 preference, shall set forth minimum number and job title subject to hire, availability of apprenticeships and training positions, the qualifications for each and the name and location of the person(s) taking applications for each of the positions, and the anticipated date the work shall begin.
- D. The contractor agrees to include this Section 3 clause in every subcontract for compliance with regulations in 24 CFR part 135, after the contractor is selected but before the contract is executed, and agrees to take appropriate action, as provided in an applicable provision of the subcontract or in this Section 3 clause, upon finding that the subcontractor is in violation of the regulations in 24 CFR part 135. The contractor will not subcontract with any subcontractor where the contractor has notice or knowledge that the subcontractor has been found in violation of the regulations in 24 CFR part 135.
- E. The contractor will certify that any vacant employment positions, including training positions that are filled with persons other than those to whom the regulations of 24 CFR part 135 require employment

opportunities to be directed, were not filled to circumvent the contractor's obligations under 24 CFR part 135.

- F. Noncompliance with HUD's regulations in 24 CFR part 135 may result in sanctions, termination of this contract for default, and debarment or suspension from future HUD assisted contracts.

Executed by: Name: _____

Title: _____

Company: _____

Address: _____

_____, MA _____
Town/City Zip Code

Signature: _____ Date: _____

Section 3 Resident & Section 3 Business
Requisition Payment Report

Project Name: Church Avenue Reconstruction – Phase One in Northbridge, MA

Payment Requisition #: _____

	(A)	(B)	(C)	(D)	(E)	(F)
	Subcontractor, business or resident name	Minority Firm or Individual	Women Owned Business	Section 3 Firm or Individual	Total Contract Value	Completed with this Requisition
1						
2						
3						
4						
5						
6						
7						
8						
9						
10						

Instruction:

1. List all contractors and subcontractors in Column A
2. Mark with an X the column that applies (B, C, and/or D)
3. Identify the total value of their contract or subcontract
4. Identify the % of their work that is completed with this payment request

By: _____
Contractor Name

By: _____
Signatory (Name & Title)

By: _____
Date

*Please provide a complete list of all contracts awarded to Sec. 3 subs/residents to date.

**Please DO NOT subtract retainage from number